

JOB DESCRIPTION: **ASSESSMENT CLERK III**DATE: **05/24/2012**

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<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Assessor	<b>CLASSIFICATION:</b>	023
<b>SUPERVISOR:</b>	Chief Cartographer	<b>SALARY RANGE:</b>	23
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform specialized technical duties requiring considerable knowledge of laws relating to assessment and taxation of real and personal property. Determine and verify ownership. Establish, change and delete assessment records for real and personal property in the County. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Read and interpret legal descriptions, deeds, surveys and any other documents related to real property as necessary to maintain and update records of tax lots and ownerships.

Conducts title searches to establish or verify correct ownership of properties; identify property as described in deed and make necessary changes to record.

Create new accounts or initiate cancellation of accounts and complete vouchers for the division or combination of real property or change in code areas. Enter value changes and balance acreage, special assessments and value changes.

Prepare proration of taxes for all plats.

Create and maintain subdivisions, combinations, annexations, PCM and other cartographic records for the Cartographer.

Process Confidential Business Personal Property Returns; analyze and audit personal property listings and apply appropriate depreciation factors. Assist taxpayers with personal property return filings.

Prepare vouchers and enter data for personal property value changes. Enter property inventory data into computer assisted appraisal program. Balance prior values with current changes. Distribute information as appropriate.

Enter and balance values affecting past or current year taxes (input vouchers) on real and personal property. Assist Office Manager in running controls on real and personal property.

Process and maintain records (e.g., applications, forms and questionnaires) for specialized programs such as floating property, exempt property, drainage districts and farm/forest programs.

Provide assistance to other clerical support staff within the Assessment or Tax Departments as needed.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position. However, position may be involved in the training and orientation of lower classification and/or newly assigned department personnel.

**SUPERVISION RECEIVED:** Work under the close supervision of the Chief Cartographer and Office Manager who assign and review work for conformance with established policies and procedures.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to high school graduation and five years general office experience, which must include at least two years as an Assessment Clerk II or equivalent position in an Oregon County Assessor's Office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Ability to read and interpret legal descriptions, judgments, local government and state orders, deeds, surveys and aerial photographs. Knowledge of the laws and regulations relating to the mapping and assessment of real and personal property. Knowledge of office practices and procedures.

Knowledgeable in the use of computers and business software such as word processing, databases and spreadsheets.

Ability to accurately prepare, complete, maintain, organize and understand forms, clerical records and reports in a timely manner. Ability to solve problems without direct supervision and prioritize and accomplish a multitude of tasks in a busy office. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.